

**CITY OF OTTAWA**  
301 West Madison Street  
Ottawa, Illinois 61350



**CIVIL SERVICE COMMISSION MINUTES**  
July 17, 2012

Present: Jean Eltrevoog  
Keith Leigh  
Phil McNally  
Jack Mitchell  
Kyle Stephens  
Police Chief Brian Zeilmann  
Kim Czyz

Kyle Stephens called the meeting to order at 11:00 a.m.

Moved by Jack Mitchell, second by Phil McNally to approve minutes of the July 10, 2012 meeting as written. All ayes. Motion passed.

Discussion regarding legal concerns with the proposed revised job application.

Moved by Jack Mitchell, second by Kyle Stephens to modify the job application to one page with the information as approved by the Commission. All ayes. Motion passed.

Moved by Jack Mitchell, second by Kyle Stephens to run the ad similar to what was used in the past for 12 days in The Times for the upcoming Telecommunicator testing. All ayes. Motion passed.

Moved by Kyle Stephens, second by Jack Mitchell to use the Telecommunicator Fact sheet as revised and approved by the Commission. All ayes. Motion passed.

Kyle Stephens advised the Commission that pursuant to State statute all members must complete the Open Meetings Act online training by the end of the year.

Moved by Kyle Stephens, second by Jean Eltrevoog to adjourn the meeting at 12:25 p.m. All ayes.

Respectfully submitted,

Kim Czyz  
Administrative Assistant to the Mayor

**Eligibility List Summary**

**Classification**

**Expiration Date**

Telecommunicator	May 5, 2013 - exhausted May, 2012
Vehicle Maintenance	October 20, 2013
General Labor/Building Maintenance	October 28, 2013
General Office	November 28, 2013
Water and Wastewater	November 4, 2013